Hutchins Library—Course Reserve Policy

The library staff can process for reserve the following materials without copyright permission:

- Exams
- Lecture notes
- Government documents
- One copy of an article from a single journal issue
- One chapter from a book
- One short story, essay or poem

The following guidelines must be met to place multiple photocopies of a journal article, chapter, short story, essay, or poem on reserve:

- Material must contain a notice of copyright
- Amount of material copied is reasonable in relation to the total amount of material assigned for one term of a course
- Number of copies is reasonable in relation to number of students enrolled (one copy per 10) or written permission is given to place more than the allowed amount on Reserve
- Effect of photocopying is not detrimental to the market of the work

In order to comply with the copyright guidelines:

- Faculty must fill out and sign a Photocopy and Reproduction Course Reserve Form stating that they are complying with copyright rules when placing photocopied or reproduced materials on reserve.
- Materials to be processed for reserve must contain notice of copyright, including copyright symbol, date and place of publication, author and title.
- For out of print material, faculty must obtain permission from the copyright owner and provide written proof of this permission before materials will be accepted for reserve.
- Written permission must be provided by student authors if their papers are to be placed on reserve.
- No anthologies created without written permission of the individual copyright owners will be processed for reserves.
- No photocopied material from a workbook will be placed on reserve.
- All material will be removed from reserves and returned to the faculty at the end of the term.
- Materials cannot be placed on reserve from term to term without written permission from the copyright holder.

IF THE LIBRARY STAFF DETERMINES THE MATERIAL IS AN INFRINGEMENT OF COPYRIGHT LAW, MATERIAL WILL BE RETURNED AND FACULTY WILL BE ASKED TO OBTAIN PERMISSION FROM THE COPYRIGHT HOLDER.

These guidelines apply to both traditional and electronic reserve material. The library staff reserves the right not to place materials on reserve which do not comply with the regulations.